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Chief, Inspection & Security
Thru : Assistant Director for Operations
Chief, FBIB

26 January 1949

Official Visitors to Field Installations

1. The field bureaus of FBIB have repeatedly been faced with the problem of properly identifying official CIA visitors. Identification is often difficult, placing the Bureau Chief in the unfortunate position of possibly allowing a compromise of security or of refusing admittance to a CIA employee on important official business.

While continually faced with the problem this office has never been officially advised of any regular procedure for handling official visitors. It is believed that this same problem may exist in other branches of the Agency who have field offices.

2. It is therefore recommended that a regularized CIA policy for identification and handling of official visitors at field stations be formulated and that such instructions be issued to branches and field offices in the form of an Administrative Instruction or an Official Notice at the earliest practicable date.

L. K. WHITE

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